

## **FACULTY SENATE CONSTITUTION**

### **Morehead State University**

#### **PREAMBLE**

The faculty of Morehead State University supports a system of shared governance in decision making which promotes mutual understanding and coordination of efforts among faculty, staff, administrators, and students as they strive to meet the university's mission.

The Faculty Senate, an elected representative body of the University faculty, serves to express the faculty voice and functions as the primary mechanism for faculty participation in university governance.

#### **ARTICLE ONE:               NAME**

The name of the organization herein described shall be the Faculty Senate of Morehead State University, hereinafter called the Faculty Senate.

#### **ARTICLE TWO:   MEMBERSHIP**

**Section 1.** The membership of the Faculty Senate shall consist of two senators from each academic department elected by the faculty of that department, two senators representing the Professional Librarians elected by professional librarians, and the Faculty Regent. The existence of academic departments for determination of senators shall be decided as of March 1 for the following academic year.

**Section 2.** Election of Senators from the academic departments shall be completed by April 15. Senators shall take office at the first fall meeting of the Senate.

**Section 3.** Faculty who are eligible to vote in the election of representatives to the Faculty Senate shall be defined as "regular faculty" or "continuing part-time faculty" (PG-1). Faculty who may be elected as senators shall have "Standing I" appointments (PG-3), shall have teaching/research as a primary responsibility, and shall have been employed by the University as "regular faculty" for at least one full academic year. Department chairs may not vote and may not be elected to the Senate. Librarians who have academic status, excluding the Director of Librarians, shall be eligible to vote in the election of representatives to the Faculty Senate and may be elected as Senators.

**Section 4.** Terms of Office shall be three years. These terms shall be staggered for each department and for the senate as a whole.

**Section 5.** Senators missing three consecutive, or a total of five regular Faculty Senate meetings during the academic year shall automatically be dropped from Faculty Senate membership. A Senator has ten days after receiving a termination letter to appeal, in writing, to the Executive Council of the Senate if he/she feels there are extenuating circumstances for

the absences. The Executive Council at their next meeting will determine whether any absences should be waived and whether membership in the Senate shall be reinstated. Absence from summer meetings or special called meetings will not be considered in the total year's absences. Any unexpired term shall be filled by special election from the same constituency.

**Section 6.**A senator, who by reason or regularly assigned University responsibilities will be unable to attend the Faculty Senate meetings for up to one semester, shall give written notice to the Faculty Senate chair, who shall appoint another person with the consent of the Faculty Senate, from the same constituency to serve as a replacement during the period of absence.

**Section 7.**The President, Executive Vice-President for Academic Affairs and Dean of Faculty, the Chair of the Staff Congress, and the President of the Student Government Association shall serve as honorary non-voting members of the Faculty Senate.

### **ARTICLE THREE: RESPONSIBILITIES AND POWERS**

**Section 1.**The Faculty Senate, the official representative body of the University faculty, will report and make written recommendations to the President, the Board of Regents and the faculty.

**Section 2.**The Faculty Senate will recommend formulation or modification of policies and regulations concerning academic excellence, academic freedom, professional ethics and faculty welfare. The Faculty Senate may review all initiatives and actions included in, but not limited to, the following areas:

- (a)Academic policies and procedures
- (b)University governance
- (c)Faculty responsibilities and rights
- (d)Faculty compensation and benefits
- (e)Financial affairs
- (f)University committee responsibilities and membership

**Section 3.**The Faculty Senate shall serve as the parent body of all University Standing and Advisory Committees that deal with the areas outlined in ARTICLE THREE, Section 2.

- (a)The Faculty Senate, in consultation with other University groups and personnel, shall determine the responsibilities and composition of those University Standing Committees and Advisory Committees which have faculty representation and shall produce a written description of these committees.
- (b)University Standing and Advisory Committees shall report to the Faculty Senate, a University Administrative officer or both, as stated in the description of the Committee.
- (c)Faculty members of University Standing Committees shall be elected by the Faculty Senate, unless exempted by the description of the committee.

**Section 4.**The Faculty Senate, acting alone or in consultation with other individuals or groups, may establish an ad hoc committee, commission, task force, or other similar group.

**Section 5.**The Faculty Senate shall collect, receive, analyze and store appropriate information necessary to discharge its responsibilities; specifically, but not limited to:

- (a) Minutes and reports from all University committees dealing with issues within the purview of the Faculty Senate.
- (b) Appropriate information from all University academic and administrative agencies.

**Section 6.**The Faculty Senate and the Staff Congress are jointly responsible for formulating and executing an assessment of the performance of department chairs, directors, deans, vice presidents, and the President.

## **ARTICLE FOUR: OFFICERS**

**Section 1.**The officers of the Faculty Senate shall be the Chair, Chair-Elect, and the Executive Council.

**Section 2.**The Chair-elect of the previous Faculty Senate shall become the Chair of the next Faculty Senate at its first regular meeting of the fall semester. The Faculty Senate Chair shall be the presiding officer of the Faculty Senate and shall serve a one year term.

**Section 3.**The Executive Council shall consist of the Faculty Senate Chair who shall serve as the Chair of the Executive Council, the Faculty Regent as an ex-officio member, and six members of the Faculty Senate elected by the Faculty Senate. Faculty Senate standing committee chairs shall be appointed by the Faculty Senate chair from members of the Executive Council. Each term of office on the Executive Council shall be one year.

**Section 4.**The Executive Council shall:

- (a) Serve as the liaison between the Faculty Senate and other University personnel or groups;
- (b) Establish the agenda for Faculty Senate meetings;
- (c) Serve in a fiduciary capacity;
- (d) Plan Faculty Senate activities.

**Section 5.**Election of the Executive Council shall take place at the first regular meeting of the fall semester according to the following guidelines. All voting shall be by secret ballot and shall be monitored by the previous year's Governance Committee.

- (a) Senators from each college shall meet in caucus and nominate three senators from that college for the first Executive Council slate.
- (b) All senators present and voting shall vote for one candidate from each college. The senator from each college receiving a majority of the votes cast shall be elected to the Executive Council. If no senator receives a majority of votes on the first ballot, additional ballots shall be cast for the two senators from each college receiving the most votes (including ties) until one senator receives the majority.
- (c) The remaining nominees shall make up the second slate for the additional positions on the Executive Council.
- (d) All senators present and voting shall cast votes for as many senators from the second slate as there are unfilled positions on the Executive Council. Those Senators receiving the largest

number of votes, provided they receive a majority of the votes cast, will fill the remaining positions on the Executive Council. If positions remain on the Executive Council, this process shall be repeated until those positions are filled. (If no senator receives a majority of votes on any ballot, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. Upon filling one position by this process, the initial process outlined in this paragraph shall be repeated until remaining positions are filled.)

- (e)The Chair-Elect shall be elected by the Faculty Senate from the senators elected to the Executive Council. Election Procedure: The Chair-Elect shall be elected by a majority of the senators present and voting. If no senator receives a majority of votes on the first ballot for Chair-Elect, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority.

**Section 6.**Should any vacancy occur in the Executive Council during the academic year, the vacancy shall be filled by a special election according to the following guidelines. Each college must have at least one representative on the Executive Council. All voting shall be by secret ballot and the election shall be monitored and conducted by the Governance Committee. Nominations for the Executive Council member shall come from the floor. The new Executive Council member shall be elected by a simple majority of the senators present and voting. If no senator receives a majority of the votes on the first ballot for this position, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. If the vacancy in the Executive Council was that of either the Faculty Senate Chair or Chair-elect, then a subsequent election will be held for this vacant position by the election procedure specified in Section 4(e) above.

**Section 7.**At the request of the Chair, or in the absence of the Chair, the Chair-elect shall preside at the meetings of the Faculty Senate or Executive Council and fulfill the duties and obligations of the Chair. The Chair-elect shall serve as recording secretary of the Executive Council and shall be responsible for the records of the Executive Council.

## **ARTICLE FIVE: COMMITTEES**

**Section 1.**The function of Faculty Senate Committees is to prepare materials for presentation to the Faculty Senate. Each of these committees shall gather data and make studies, advise, and make recommendations to the Faculty Senate in the form of written or oral reports. Each Faculty Senate Committee shall maintain communications with the University Committees that report to it and the Faculty Senate.

**Section 2.**Senators shall indicate their preference for membership on Faculty Senate committees at the first fall meeting. The Executive Council shall appoint senators to the Faculty Senate committees. At least one senator from each college should be on each Faculty Senate standing committee.

**Section 3.a.**Standing Committees (Sections 4-8 below) of the Faculty Senate should schedule two regular meetings a month during the regular academic year. Meetings shall be held at times

when all members are available to attend. A quorum shall be a majority of the membership of the committee.

- b. Each standing committee shall elect a vice-chair of the committee who shall be responsible for keeping minutes and recording absences in the minutes. In the absence of the chair, the vice-chair shall also assume the responsibilities of the chair.
- c. Senators missing three consecutive, or a total of five regular standing committee meetings during the academic year shall automatically be dropped from Faculty Senate membership. Absence from summer meetings or special called meetings will not be considered in the total year's absences.

**Section 4.** The Governance Committee is concerned with University committees, University governance, and faculty representation. It has specific concerns with, but is not limited to, the following areas:

- (a) Structure, membership, and responsibilities of University Standing and Advisory Committees.
- (b) Structure of the University, especially the Division of Academic Affairs.
- (c) Conducting the election of Faculty Senators (See ARTICLE TWO, Sections 1,2, and 3.)
- (d) Conducting any special elections required by the Senate.
- (e) Nomination of faculty members for all University Standing and Advisory committees that have faculty representation.
- (f) Conducting the Faculty Regent's election according to procedure established by the Senate.
- (g) Conducting the election of senators to the Executive Council at the first regularly scheduled Faculty Senate meeting in the fall. (To be conducted by the remaining members of the previous year's Governance Committee. See ARTICLE FOUR, Section 4. If less than three members from the previous Governance Committee are available then additional senators will be appointed by the Senate Chair as needed to conduct the election of the Executive Council).

**Section 5.** The Fiscal Affairs Committee is concerned with University finances as they affect faculty effectiveness, instructional effectiveness, faculty compensation, and benefits.

**Section 6.** The Academic Policies Committee is concerned with policies and regulations that affect faculty effectiveness and instructional effectiveness. Specific areas of concern include:

- (a) Admission
- (b) Registration
- (c) Academic integrity
- (d) Classroom conditions
- (e) Evaluation of instructional effectiveness
- (f) Graduation requirements
- (g) General education
- (h) Special academic programs, e. g., Honors Program, provisional studies, Extended Campus Programs, etc.
- (i) Academic calendar issues
- (j) Student regulations

**Section 7.** The Professional Policies Committee is concerned with policies, regulations and practices that affect faculty status, working conditions, advancement and evaluation. Specific areas of concern include:

- (a) Faculty recruitment and qualifications
- (b) Tenure and promotion
- (c) Work load, overload and compensation
- (d) Procedures to insure academic freedom and resolve faculty grievances
- (e) Faculty development
- (f) Retrenchment
- (g) Sabbatical and Educational leaves of absence.
- (h) Selection, retention, and reaffirmation of academic administrators.

**Section 8.** The Committee on Evaluation is concerned with the evaluation of faculty and administrative personnel. Its specific concerns include:

- (a) Periodic reviews of department, College, and University plans for faculty evaluation and performance based salary adjustments.
- (b) The periodic review of the University President.
- (c) Conducting periodic assessment of Department Chairs, Directors, Deans, and Vice-Presidents.
- (d) Formulation and review of policies concerning the use of assessment results.

**Section 9.** The Committee on Communications is concerned with publicizing the activities and issues of the Faculty Senate. The Committee may:

- (a) Publish a newsletter on a regular schedule.
- (b) Solicit faculty response on matters of concern to the Faculty Senate.
- (c) Provide information to external groups such as boards, commissions, or legislators at the direction of the Faculty Senate.
- (d) Serve in a public relations role to the faculty and university community.

**Section 10.** Faculty Senate Ad Hoc Committees

- (a) The Executive Council, with the consent of the Faculty Senate, may recommend the formation of Faculty Senate Ad Hoc Committees to study, report and recommend action on short-term and specific issues. These committees shall not exist beyond the term of the Faculty Senate that authorizes their formation.
- (b) Faculty Senators, other faculty, students, staff, and administrative personnel may serve on Ad Hoc Committees at the discretion of the Faculty Senate.
- (c) Members are appointed to a Faculty Senate Ad Hoc Committee by the Chair, with the consent of the Faculty Senate.
- (d) Ad Hoc Committees shall report to the Faculty Senate as required by the Executive Council.

## **ARTICLE SIX: MEETINGS**

**Section 1.** All meetings of the Faculty Senate shall be open.

**Section 2.**All meetings shall be conducted according to the Modern Edition of Robert's Rules of Order unless specifically preempted by the Faculty Senate Constitution, or any Special Rules of Order which the Faculty Senate may adopt.

**Section 3.**Regular meetings of the Faculty Senate shall be called twice a month, except for abbreviated months, during the regular academic year and once during each summer session. The Faculty Senate Chair, with the consent of the Executive Council and advance written notice to all senators, may call a special meeting or reschedule a meeting, if necessary. A majority of the Executive Council or one-third of the senators may call a special meeting by written petition to the Faculty Senate Chair.

**Section 4.**A quorum for all Faculty Senate meetings is a majority of the membership. Attendance at regularly scheduled Faculty Senate meetings shall be taken and absences recorded in the minutes.

**Section 5.**The Order of Business shall follow the agenda as set by the Executive Council. Items to be included on the published agenda must be submitted in writing to the Executive Council at least 72 hours in advance of the meeting.

**Section 6.**Faculty Senate approval for recommendations shall require a simple majority of members voting. A senator may designate another senator as a proxy for the purpose of casting a votes on specific issues, but such designation must be in writing and must be submitted to the Chair before voting occurs.

**Section 7.**Records, excluding those covered by relevant privacy acts but including meeting agendas, minutes, and committee reports, shall be deposited by the Chair in the Camden-Carroll Library and Faculty Senate office. Appropriate correspondence involving Faculty Senate activities shall be kept in the Faculty Senate Office. Proposed agendas and minutes of the Faculty Senate meetings shall be distributed to Faculty Senators and honorary members of the Senate, department chairs, deans, and vice presidents.

## **ARTICLE SEVEN: UNIVERSITY SUPPORT**

**Section 1.**The Chair shall receive six credit hours of reassigned time in regular teaching load during each semester of service. Additionally, the Chair shall receive three credit hours of compensation, based on the applicable formula, for Senate responsibilities during the summer.

**Section 2.**The University shall provide a full-time secretary for the regular academic year and a half-time secretary for the summer.

**Section 3.**An adequate annual operating budget shall be provided for the Faculty Senate.

**Section 4.**Office space for the Faculty Senate Chair, secretary and Faculty Senate files shall be provided. This should include a conference room suitable for committee meetings.

## **ARTICLE EIGHT: AMENDMENTS TO THE CONSTITUTION**

**Section 1.** Amendments to this Constitution may be proposed by a Senator or by a petition signed by at least twenty-five members of the University faculty. The proposed amendment shall be filed with the Chair of the Faculty Senate. Amendments require approval by a two-thirds majority of the Senators voting.

**Section 2.** Copies of amendments approved by the Senate and ballots for voting shall be distributed by mail to all members of the University faculty who are eligible to vote as defined in ARTICLE 2, Section 3. Ballots shall be counted after the published deadline, which shall be at least two weeks after the amendments have been distributed. A majority of the eligible University faculty voting shall be necessary for approval.

**Section 3.** Upon approval by the University Faculty, proposed amendments shall be submitted by the University President to the Board of Regents for final approval.

## **ARTICLE NINE: SPECIAL RULES OF ORDER**

**Section 1.** A senator may submit a proposed Special Rule of Order in writing to the Chair. It is placed on the agenda and handled according to the normal rules for motions.

**Section 2.** Approval, amendment, removal or suspension of a Special Rule of Order requires a two-thirds majority of Senators voting.

**Section 3.** Special Rules of Order are attached to this Constitution, and will be maintained as a part of the constitution. These Special Rules will be available to the Chair at every Faculty Senate meeting.

## **ARTICLE TEN: SEVERABILITY**

The invalidation of any portion of this Constitution shall not affect the validity of any other portion of the Constitution.

## **ARTICLE ELEVEN: EFFECTIVE DATE**

This Constitution becomes effective immediately upon ratification by the University faculty and the Morehead State University Board of Regents.

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## **FACULTY SENATE SPECIAL RULES OF ORDER**

**1.** A transition period from the old to the new Constitution shall occur after adoption of the new Constitution.



- (a)Current department Senators will complete the terms to which they were originally elected.
- (b)Current at-large Senators will complete the academic year in which elections for department Senators under the new Constitution are first conducted.
- (c)Elections for Faculty Senators shall be conducted by the procedures indicated in the new Constitution (See ARTICLE TWO, Sections 1, 2, 3, and 4).
- (d)Those ex-officio members approved under the new Constitution (See ARTICLE TWO, Section 7) shall assume their positions at the first meeting of the Faculty Senate following approval of the new Constitution.
- (e)The Governance Committee will review terms of office of Senators to ensure that:
  - i)approximately one-third of all Senate terms expire each year.
  - ii)terms of Senators from the same department expire in different years.

**2.**Regular meetings of the Faculty Senate shall be called to order by the Chair at 4:10 PM on the first and third Thursday of each month during the regular academic year. Any Thursday within a given month that the University is not officially in session will not be considered in calculating meeting dates.

**3.**Two regular summer meetings of the Faculty Senate shall be called to order at 4:10 PM on the third Thursday of June and July. A quorum for regular summer meetings is determined as follows:

- (a)Before the last regular meeting of the academic year, the Executive Council of the Faculty Senate shall poll the membership to determine how many senators are scheduled to teach class during each summer session.
- (b)A quorum for the June meeting shall be a majority of the senators scheduled to teach during the first summer session.
- (c)A quorum for the July meeting shall be a majority of the senators scheduled to teach during the second summer session.

**4.**Policy to be considered by the Faculty Senate shall be presented initially for a first reading. These resolutions and motions shall be voted on at a subsequent meeting. The exceptions of this rule shall be nominations or elections to Senate offices, University Standing Committees, and Advisory Committees, in which event the vote may take place immediately after the first reading.

**5.**The Chair of the Faculty Senate, with the consent of the Executive Council, may include an open chair segment on meeting agendas.